



**HERITAGE COLLEGE
POLICY #20**

**CONCERNING
A POLICE RECORD CHECK**

COMING INTO FORCE: February 23, 1999
REVISED: February 21, 2006
ADMINISTRATOR: Academic Dean

HERITAGE COLLEGE POLICY #20

CONCERNING A POLICE RECORD CHECK

Preamble¹

Policy #20 concerning a Police Record Check was established in accordance with host organization requirements to ensure that all students, 18 years of age and older, participating in a work term involving direct contact with patients/clients (the vulnerable sector of the population) have undergone a police record check.

This policy represents the College's recognition of the importance of confidentiality, safety and well-being in a work environment to ensure that students, by virtue of their past behaviour, do not pose a threat to their patients/clients.

Article 1

Purpose

The purpose of this policy is to attest to a student's completion of a police record check prior to participating in a work term.

Heritage College has adopted a College-wide policy for a police record check in order to:

- provide specific guidelines for a police record check;
- identify the roles and responsibilities of each participant in the process;
- provide terms of reference within which students, faculty and administrators operate;
- establish the means through which the present policy translates into practice;
- ensure that the present policy's standards are known by all concerned host organizations; and
- determine a student's suitability to partake in a work term.

Article 2

Application

The present policy pertains to all Heritage College students, 18 years of age and older, who are registered in programs with a work term component that requires a police record check, and will be distributed to said students.

¹ See the Glossary for explanations of frequently-used terms.

Article 3

Provisions

Students must request and undergo a personal police record check from their provincial police department within the prescribed timeframe for their program.

Students will ensure that a copy of a certificate of a police record check or a record of criminal conviction, discharge and/or outstanding criminal charge is submitted to their department coordinator.

If the police record check reveals no criminal record, the department will inform the host organization of the student's status and file the report of the police record check.

If the police record check reveals a record of criminal conviction, discharge and/or outstanding criminal charge, the coordinator and another teacher from the department will meet with the Academic Dean to determine if the history of the offence could potentially render the student unsuitable for a work term.

The following factors will be taken into consideration:

- the setting for the work term;
- the nature of the offence;
- the time elapsed since the conviction;
- whether or not rehabilitation was undertaken and whether or not it was deemed successful; and
- program-specific criteria (see Appendix #P20.2).

The final decision concerning the student's suitability to partake in a work term is made by the Academic Dean, in conformity with the policy of the host organization, and when applicable. A written copy of this decision is forwarded to the student and to the department coordinator.

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Article 4 Roles, Rights and Responsibilities

4.1 Rights and Responsibilities of Students

Students have the right to:

- receive complete information concerning the present policy upon admission to their program of studies; and
- confidentiality in accordance with the *Law on Access to Documents held by Public Institutions and on the Protection of Personal Information* (L.R.Q.c.A.-21,a.53).

Students have the responsibility to:

- become acquainted with the present policy;
- request a personal police record check from their provincial police department (i.e., determined by their province of residence) in order to ensure that a copy of their certificate of police record check is submitted to the College within the prescribed timeframe for their program; and
- assume the cost of the police record check.

4.2 Responsibilities of the Coordinator of the Department

The department coordinator has the duty to:

- disseminate the present policy to its students;
- inform students of the present policy;
- ensure the application of the present policy; and
- liaise with the host organization and Academic Dean concerning a student's suitability to partake in a work term.

4.3 Responsibilities of the Academic Dean

The Academic Dean has the duty to:

- answer to all matters related to the present policy;

- disseminate the present policy to teachers;
- ensure that the participants fulfill their responsibilities as defined by the present policy;
- render final decisions concerning a student's suitability to partake in a work term;
- coordinate the evaluation of the present policy; and
- maintain a record of student criminal convictions.

The Academic Dean is responsible for the revision of the present policy and ensures that the Academic Senate initiates the revision process.

4.4 Responsibility and Role of the Board of Governors

After consultation with Academic Senate, the Board of Governors adopts the present policy and any revisions thereto.

Article 5 Revision

This policy will be revised as required, or reviewed at least every five years.

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GLOSSARY

Host organization: an organization that provides a work-term opportunity. A work term may be paid (i.e., co-op) or unpaid.

College: Heritage College/Collège Heritage.

Police Record Check: the process that verifies an individual's past history of criminal offences.

Student: for the purposes of the present policy, this term refers only to those students who are 18 years of age and older.

Work Term: practical aspect of an academic course that provides students with the opportunity to gain pertinent work experience (e.g., work study, "stage," work placement, fieldwork, clinical, co-op, and preceptorship).

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Appendix #P20.1

Program-Specific Criteria Related to: A Record of Criminal Conviction and/or Outstanding Criminal Charge

If a student with a record of criminal conviction and/or outstanding criminal charge is to continue in the Nursing program, that student must meet all of the following criteria:

- must voluntarily reveal their record
- it must be a minor offense
- must sign a document recognizing there is no guarantee of placement
- must start the process of applying for a pardon

Heritage College may have to reveal the particulars to the host organization.

**Nursing Student Contract Related to
A Record of Criminal Conviction and/or Outstanding Criminal Charge**

Heritage College signs contracts with the hospitals and agencies for clinical practice. Prior to placement, Heritage College ensures that all students participating in a clinical placement have undergone a police record check. This approach represents the Colleges' recognition of the importance of the safety and well-being of all clients in the clinical environment.

Some hospitals/agencies do not require a police record check. At most hospitals and agencies, however, there is **zero tolerance** with regard to the clinical placement of a student with a record of a criminal conviction.

For this reason, students may be admitted to the Nursing Program at Heritage College but may be prevented from participating in a clinical placement at a hospital/agency.

I, _____ have a criminal record.

I have voluntarily provided a copy of the record to the Academic Dean/Nursing Department Coordinator of Heritage College.

I understand that if the hospital or agency has a **zero tolerance policy** with regard to my criminal record, I will not be permitted to participate in the clinical placement.

I understand that if I am not permitted to participate in the clinical placement, I cannot achieve the competencies of my course/program and therefore cannot continue in the Nursing Program until a pardon has been obtained.

I agree to initiate the process of obtaining a pardon for my criminal offense, immediately, with the understanding that by not doing so, I may be prevented from becoming licensed.

I understand that if I do not receive a pardon, I am unable to continue in the Nursing Program at Heritage College.

Student Signature: _____

Coordinator Signature: _____

Academic Dean Signature: _____

Date: _____

Revised 21/02/2006